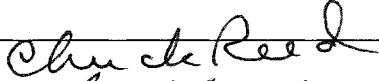





Memorandum

TO: City Council**FROM:** Mayor Chuck Reed
Councilmember Pete Constant
Councilmember Sam Liccardo**SUBJECT:** AUDIT OF PROCUREMENT
CARDS**DATE:** October 17, 2014**APPROVE**
**DATE:**

10/17/14

RECOMMENDATION

Accept the Audit of Procurement Cards with the following changes:

1. As soon as card numbers can be redacted, begin posting procurement card transaction data on the City's internet site to increase transparency and encourage compliance with City Policies;
2. The City Clerk should be the approving official for City Council appointees' transactions.

BACKGROUND

We would like to thank the City Auditor's Office for their report and recommendation on Procurement Cards. A critical improvement to the procurement card process would be to bring transparency to these transactions. This would allow for public scrutiny of procurement card transactions and provide more information to City residents about how their funds are being spent. Transparency of public information would make City employees more accountable for their actions and help ensure better decisions are made regarding procurement card purchases.